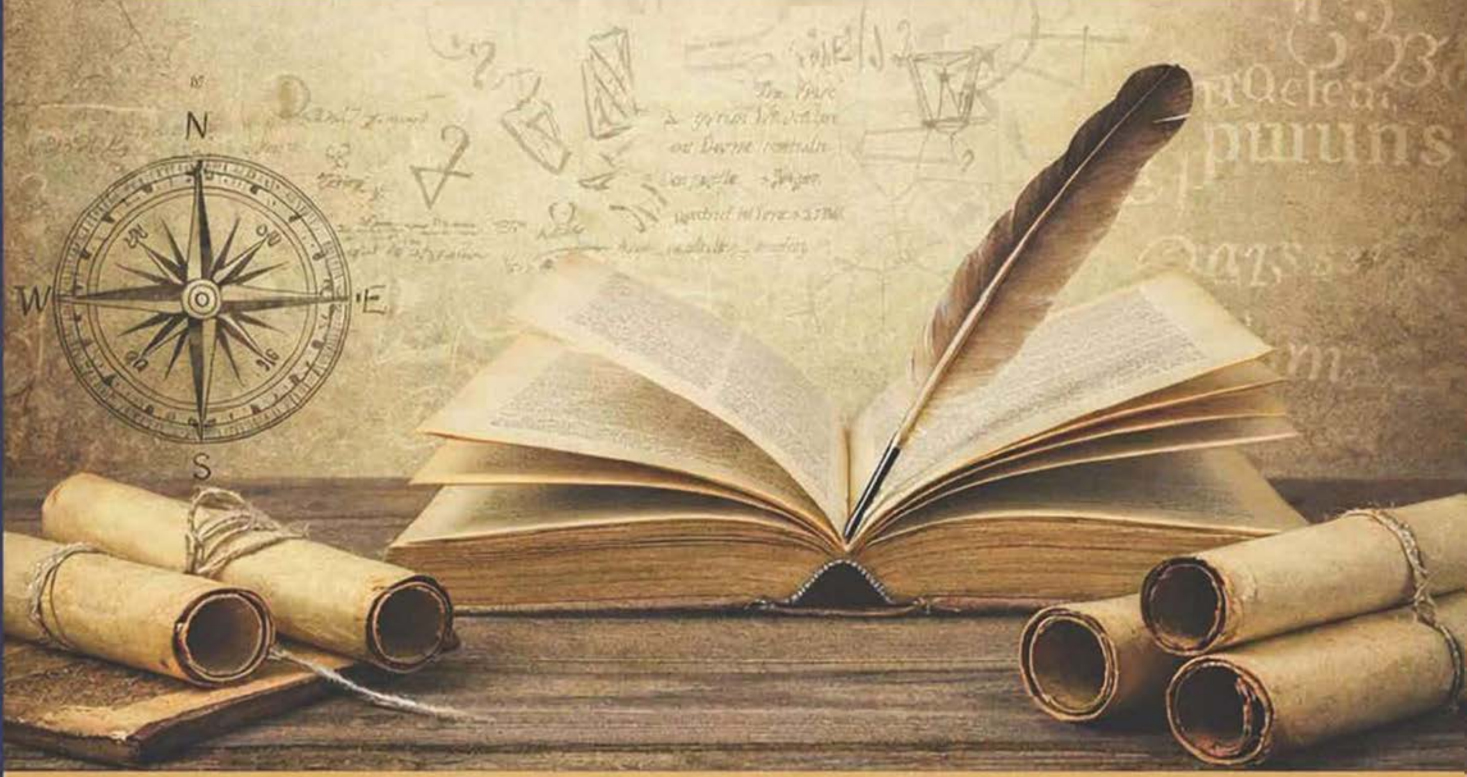
A Comprehensive Guide to English Grammar

Tenses, Active & Passive Voice, Direct & Indirect Narration



A Comprehensive Guide English Grammar

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انتساب

اس کتاب کا انتساب میں اپنی موحوم والدہ صاحبہ کے نام کرتا ہوں جنہوں نے ناخواندہ ہونے کے باوجود مجھے اس قابل بنایا کہ میں معاشرے کا مفید فرد بن سکا۔ ہمراہ میرے والد بزرگوار میجر ریٹائرڈ ملک جہان خان صابر جن کی رہنمائی میرے لیے مشعل راہ اور دعائیں باعث برکت ہیں۔۔ میری زوجہ محترمہ جنہوں نے آسان اور مشکل اوقات میں میرا ساتھ نبھایا۔ محمد عبداللہ اعوان جو میری زندگی میں خوشیوں کا باعث ہے۔ اللہ تبارک تعالی میرے سب بہن بھائیوں اور خویش واقارب کو دنیا و آخرت میں سربلند رکھیں۔ اور اس علمی کام کو عوام الناس کے لیے فائدہ مند بنائیں۔ آمین

ڈاکٹر احمد علی خان اعوان

پربتوں کے درمیاں
رب ہے جس کا پاسباں
سایہ کیے جہاں آسماں
ہر سمت درختوں کی کہکشاں
پھلائیوں کے پیڑ ہیں
جہاں بیریوں کی چھاوں ہے
وہی تو میرا گوہل ہے وہی تو میرا گاوں ہے۔

حسن ہے جہاں رنگ ہے
مصور بنا کے دنگ ہے
جوش ہے امنگ ہے
دلبروں کا سنگ ہے
پرندوں کی کیں بکیں
اور بلیوں کی میاوں ہے
وہی تو میرا گوہل ہے وہی تو میرا گاوں ہے۔

احمد علی خان اعوان
بقلم خود

پیش لفظ

بسم اللہ الرحمن الرحیم

مجھے سری لنکا میں آمد پر اس امر کا ادراک ہوا کہ یہاں کے عام عوام بھی انگریزدانی میں ہمارے انگریزی زبان کے ماہرین سے شستہ انگریزی بول سکتے ہیں۔ اس میں ایک امر تو یہاں سیاحت کا فروغ ہے اور دوسرا یہاں تعلیمی نظام ایک مربوط اور منظم انداز میں طلباء کی رہنمائی کرتا ہے۔ جبکہ ہمارا نظام تعلیم طلباء کی یادداشت کا امتحان لینے پر مرکوز ہے چہ جائیکہ طلباء کو خود کچھ سیکھنے کا موقع فراہم کرے۔ چونکہ میں نے اپنے پیشہ ورانہ سفر کا آغاز بطور معلم کیا تو مجھے اس بات کا اندازہ ہے کہ ہمارے تعلیمی ادارے خصوصا سرکاری تعلیمی ادارے انحطاط پزیر ہیں اور اسکی ایک اہم وجہ اساتذہ اور طلباء کا انگریزی سے نابلد ہونا ہے۔ یونیورسٹی گرانٹس کمیشن کو ہائر ایجوکیشن کمیشن کا نام دے کر ہم نے ضلعی سطح پر یونیورسٹیوں کے ترقیاتی پراجیکٹس تو حاصل کیے مگر دراصل تعلیمی نظام میں بہتری کو ہم نے کبھی بھی درخوداعتناء نہ سمجھا۔

انگریزی زبان سیکھنا دور حاضر میں ایک بنیادی ضرورت بن چکا ہے۔ تعلیم، کاروبار یا روزمرہ کا معمول، انگریزی نے ہر جگہ اپنی جگہ بنالی ہے۔ مگر اکثر دیکھا گیا ہے کہ طلباء اور عام لوگ انگریزی گرامر (قواعد) کے نام سے گھبرا جاتے ہیں اور اسے ایک مشکل اور پیچیدہ مضمون سمجھتے ہیں۔ اسی ذہنی الجھن اور مشکل کو دور کرنے کے لیے اور طلباء کو انگریزی کے قواعد عام فہم بنانے کے لیے یہ کتاب ترتیب دی گئی ہے۔ وہ افراد بھی اس سے استفادہ کر سکتے ہیں جو انگریزی گرامر کی بنیاد مضبوط کرنا چاہتے ہیں۔ اس کتاب میں پوری کوشش کی گئی ہے کہ قواعد کے مشکل سے مشکل تصور کو بھی آسان اور سادہ زبان میں سمجھایا جائے۔ اس کتاب کی سب سے بڑی خصوصیت یہ ہے کہ اس میں تمام اصولوں کے ساتھ اردو ترجمہ اور اردو تشریح بھی شامل کی گئی ہے۔ مثالوں کو بھی اردو میں ترجمے کے ساتھ دیا گیا ہے تاکہ قاری ہر نکتے کو اپنی مادری زبان میں سمجھ سکے اور اسے ذہن نشین کر سکے۔ کتاب کو تین بڑے حصوں میں تقسیم کیا گیا ہے:

1. Tenses (زمانے): زمانوں کی پہچان، اقسام اور استعمال کو مثالوں سے واضح کیا گیا ہے۔
2. Active and Passive Voice (فعال اور غیر فعال آواز): فاعل اور مفعول پر مبنی جملے بنانے کے آسان اصول بتائے گئے ہیں۔
3. Direct and Indirect Narration (براہ راست اور بالواسطہ بیان): کسی کے بیانات کو نقل کرنے کے تمام قواعد تفصیل سے دیے گئے ہیں۔

ہر باب کے آخر میں مشقوں سے طلباء اپنی غلطیوں کی تصحیح کے ساتھ اپنی کمزوریوں کو دور کر سکیں گے۔ حوالہ جاتی چارٹس نظر ثانی کے لیے مفید ہیں۔ امید ہے کہ یہ کتاب انگریزی گرامر سیکھنے والوں کے لیے ایک روشن ستارے کی مانند ثابت ہوگی اور ان کی راہ میں حائل ہر مشکل کو آسان کر دے گی۔ میں نے حتی الامکان غیر ضروری لفاظی سے اجتناب کیا ہے تاکہ کتاب عام فہم ہو۔ تاہم اس کتاب کو مزید بہتر بنانے کے لیے آپ لوگوں کی رائے میرے لیے باعث افتخار ہوگی۔ امید ہے کہ آپ حضرات اس کتاب کو طلباء کے لیے مزید مفید بنانے میں اپنے مشوروں سے میری مزید رہنمائی فرمائیں گے۔ مزید بر آں اس کتاب کی ترتیب بندی چونکہ ایم ایس ورڈ میں کی گئی ہے تو اس میں کچھ سقم کی گنجائش ہے۔

دعا ہے کہ اللہ تعالیٰ اس معمولی علمی کاوش کو قبول فرمائے اور اسے طلباء کے لیے نفع بخش بنائے۔

نیازمند

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TABLE OF CONTENTS

PART I: THE FOUNDATION

CHAPTER 1: INTRODUCTION TO TENSES (باب اول: زمانوں کا تعارف)

1.1 What is Tense? (زمانہ کیا ہے؟)

Tense is a form of a verb that allows us to express the **time** of an action or event, along with its **state** of completion or continuity.

- **Definition:** Tense shows the **time** and **state** of an action.

  زمانہ فعل کی وہ صورت ہے جو کسی کام یا واقعہ کے **وقت** اور **حالت** (مثلاً جاری رہنا یا مکمل ہونا) کو ظاہر کرتی ہے۔

- **Memory Tip:** Tense = Time (وقت)

1.2 The Three Main Tenses (تین بنیادی زمانے)

English has **three main tenses** based on time:

Tense	Meaning	Urdu
Present	Actions happening now or generally true.	(اب) **حال**
Past	Actions that happened before now.	(اب سے پہلے) **ماضی**
Future	Actions that will happen after now.	(اب کے بعد) **مستقبل**

1.3 The Four Aspects (چار صورتیں/پہلو)

Each main tense has four aspects, which tell us how the action happens.

Aspect	Core Meaning	Urdu Meaning
Simple / Indefinite	A fact or a completed action.	ایک حقیقت یا مکمل کام - **سادہ / غیر معین**
Continuous / Progressive	An ongoing, unfinished action.	جاری رہنے والا کام - **جاری**
Perfect	A completed action relevant to another time.	مکمل شدہ کام جس کا اثر کسی اور وقت پر ہو - **مکمل**
Perfect Continuous	An ongoing action over a duration, up to a specific time.	ایک مقررہ وقت تک جاری رہنے والا کام - **مکمل جاری**

By combining the three main tenses with these four aspects, we get the **12 Tenses of English**.

مرکزی تین زمانہ کو چار جہتوں سے مجتمع کر کے ہم انگریزی کے 12 زمانے اختراع کرتے ہیں۔

1.4 The 12 Tense Formula Chart (Active Voice)

Time Frame	Simple	Continuous	Perfect	Perfect Continuous
Present	S + V1 (s/es) + O I write letters.	S + am/is/are + V1+ing + O I am writing a letter.	S + have/has + V3 + O I have written a letter.	S + have/has + been + V1+ing + O I have been writing.
Past	S + V2 + O I wrote a letter.	S + was/were + V1+ing + O I was writing a letter.	S + had + V3 + O I had written a letter.	S + had + been + V1+ing + O I had been writing.
Future	S + will + V1 + O I will write a letter.	S + will + be + V1+ing + O I will be writing.	S + will + have + V3 + O I will have written.	S + will + have + been + V1+ing + O I will have been writing.

1.5 Understanding Sentence Structure: Components

Symbol	Meaning	Explanation	Urdu Meaning
S	Subject	The doer of the action (I, You, He, She, It, We, They, Ali)	فاعل (کام کرنے والا)
V	Verb	The action or state word	فعل (کام کا لفظ)
O	Object	The receiver of the action (me, him, a book, a letter)	مفعول (جس پر کام کیا جائے)
HV	Helping Verb	Helps the main verb express time or mood (am, is, are, was, were, have, has, had, will, do, does, did)	معاون فعل
V1	Base Form	The dictionary form of the verb (go, eat, write)	فعل کی پہلی قسم
V2	Past Simple	The past form of the verb (went, ate, wrote)	فعل کی دوسری قسم (ماضی)
V3	Past Participle	The third form of the verb (gone, eaten, written)	فعل کی تیسری قسم
V1+ing	Present Participle	The -ing form of the verb (going, eating, writing)	فعل کی جاری حالت

PART II: THE PRESENT TENSE (زمانہ حال)

CHAPTER 2: PRESENT INDEFINITE (SIMPLE PRESENT) (فعل حال مطلق)

2.1 Usage (استعمال)

- **Habits / Routines (عادت):** Actions that happen regularly.
  - I wake up at 6:00 AM **every day**.
- **Universal Truths / Facts (کلی حقیقت):** Things that are always true.
  - The sun **rises** in the east.
- **Permanent Situations (مستقل صورت حال):** Long-lasting states.
  - She **works** in a hospital.

2.2 Active Voice (فعال آواز)

- **Formula: S + V1 (s/es) + O**
  - Use the base verb (V1). Add **'-s'** or **'-es'** for **He, She, It**.
- **Examples:**
  - I **eat** breakfast daily. (میں روز ناشتہ کرتا ہوں۔)
  - She **writes** letters. (وہ خط لکھتی ہے۔)
- **Negative: S + do/does + not + V1 + O**
  - I **do not (don't) eat** meat.
  - He **does not (doesn't) play** cricket.
- **Interrogative: Do/Does + S + V1 + O?**
  - **Do** you **like** coffee? (کیا آپ کو کافی پسند ہے؟)
  - **Does** she **speak** French? (کیا وہ فرانسیسی بولتی ہے؟)

2.3 Passive Voice (غیر فعال آواز)

- **Formula: S + am/is/are + V3 + (by + agent)**
- **Examples:**
  - Breakfast **is eaten** (by me) daily.
  - Letters **are written** (by her).
  - French **is spoken** in many countries. (Agent is unimportant)

CHAPTER 3: PRESENT CONTINUOUS (زمانہ حال جاری)

3.1 Usage (استعمال)

- **Actions Happening Now (ابھی ہو رہے کام):** In progress at the moment of speaking.
  - I **am reading** a book **now**.
- **Temporary Situations (عارضی صورتحال):** Happening around now.
  - He **is working** on a new project these days.
- **Near Future Plans (قریب المستقبل منصوبے):** For planned actions.
  - We **are meeting** tomorrow afternoon.

3.2 Active Voice (فعال آواز)

- **Formula: S + am/is/are + V1+ing + O**
- **Examples:**
  - I **am reading** a book now.
  - She **is cooking** dinner.
- **Negative:** S + am/is/are + **not** + V1+ing
  - He **is not (isn't) sleeping**.
- **Interrogative:** **Am/Is/Are** + S + V1+ing + ?
  - **Are** they **watching** TV?

3.3 Passive Voice (غیر فعال آواز)

- **Formula: S + am/is/are + being + V3 + (by + agent)**
- **Examples:**
  - A book **is being read** (by me).
  - The house **is being painted**.

CHAPTER 4: PRESENT PERFECT (زمانہ حال مکمل)

4.1 Usage (استعمال)

- **Past with Present Results (مکمل کام، اثر حال پر):** Action finished, result is important now.
    - I **have finished** my work. (So I am free now.)
- **Life Experiences (زندگی کے تجربات):** Experience up to now, without a specific time.
    - She **has visited** Paris.
- **Actions Continuing to Now (ماضی سے حال تک جاری):** With 'since' (point) and 'for' (duration).
    - They **have lived** here for 10 years. (They still live here.)

4.2 Keywords (اہم الفاظ)

- **Since:** since Monday, since 2005
- **For:** for two hours, for ten years
- **Just, Already, Yet, Ever, Never**

4.3 Active Voice (فعال آواز)

- **Formula: S + have/has + V3 + O**
- **Examples:**
    - I **have finished** my work.
    - She **has visited** Paris.
- **Negative:** S + have/has **+ not +** V3
    - He **has not (hasn't) eaten** yet.
- **Interrogative: Have/Has** + S + V3 + ?
    - **Have** you **seen** this movie?

4.4 Passive Voice (غیر فعال آواز)

- **Formula: S + have/has + been + V3 + (by + agent)**
- **Examples:**
    - The work **has been finished** (by me).
    - The house **has been sold**.

CHAPTER 5: PRESENT PERFECT CONTINUOUS (زمانہ حال مکمل جاری)

5.1 Usage (استعمال)

Emphasizes the **duration** of an action that started in the past and is **still continuing**.

- I **have been waiting** for an hour.
- She **has been teaching** since 2010.

5.2 Active Voice (فعال آواز)

- **Formula: S + have/has + been + V1+ing + O + (since/for + time)**
- **Examples:**
    - I **have been waiting** for an hour.
    - They **have been playing** for two hours.

5.3 Note on Passive Voice (نوٹ)

Passive voice is NOT used for Perfect Continuous tenses.

زمانہ حال مکمل جاری کی مجہول حالت نہیں ہوتی

PART III: THE PAST TENSE (زمانہ ماضی)

CHAPTER 6: PAST INDEFINITE (SIMPLE PAST) (فعل ماضی مطلق)

6.1 Usage (استعمال)

- **Completed Past Actions (ماضی میں مکمل شدہ کام):** Action finished at a definite time.
    - I **wrote** a letter **yesterday**.
- **Past Habits (ماضی کی عادات):** Actions that were regular but no longer happen.
    - She **played** the piano when she was a child.
- **Historical Events (تاریخی واقعات):**
    - The company **was founded** in 1995.

6.2 Keywords (اہم الفاظ)

- **Yesterday**, **last** (week, year), **...ago** (two days ago), **in + past year** (in 2010).

6.3 Active Voice (فعال آواز)

- **Formula: S + V2 + O**
- **Examples:**
    - I **wrote** a letter yesterday.
    - She **bought** a new car last week.
- **Negative: S + did + not + V1 + O**
    - He **did not (didn't) come** to school.
- **Interrogative: Did + S + V1 + O?**
    - **Did** you **finish** your homework?

6.4 Passive Voice (غیر فعال آواز)

- **Formula: S + was/were + V3 + (by + agent)**
- **Examples:**
    - A letter **was written** (by me) yesterday.
    - The match **was won** (by Pakistan).

CHAPTER 7: PAST CONTINUOUS (زمانہ ماضی جاری)

7.1 Usage (استعمال)

- **Interrupted Action (جاری کام میں رکاوٹ):** A longer action in progress when a shorter one happened.
    - I **was watching** TV when the phone **rang**.
- **Parallel Actions (بیک وقت جاری کام):** Two actions happening at the same time.
    - While I **was cooking**, my son **was doing** his homework.
- **Background Scene (کہانی کا پس منظر):** Setting the scene in a story.
    - The sun **was shining**.

7.2 Active Voice (فعال آواز)

- **Formula: S + was/were + V1+ing + O**
- **Examples:**
    - I **was reading** when he came.
    - They **were playing** at 5 PM yesterday.
- **Negative:** S + was/were + **not** + V1+ing
    - We **were not (weren't) watching** TV.
- **Interrogative: Was/Were** + S + V1+ing + ?
    - **Were** they **sleeping**?

7.3 Passive Voice (غیر فعال آواز)

- **Formula: S + was/were + being + V3 + (by + agent)**
- **Examples:**
    - Dinner **was being cooked** (by her) when I arrived.
    - The house **was being painted**.

CHAPTER 8: PAST PERFECT (زمانہ ماضی مکمل)

8.1 Usage (استعمال) - The "Past in the Past"

To show that one action was completed before another action started in the past.

- I **had left** before he came. (Leaving happened first.)
- She **had finished** work when I called.

8.2 Active Voice (فعال آواز)

- **Formula: S + had + V3 + O**
- **Examples:**
  - I **had left** before he came.
  - They **had eaten** dinner by 8 PM.
- **Negative:** S + had + **not** + V3
  - He **had not seen** me.
- **Interrogative: Had** + S + V3 + ?
  - **Had** you **met** him before?

8.3 Passive Voice (غیر فعال آواز)

- **Formula: S + had + been + V3 + (by + agent)**
- **Examples:**
  - The work **had been finished** before he came.
  - Dinner **had been eaten** by 8 PM.

CHAPTER 9: PAST PERFECT CONTINUOUS (زمانہ ماضی مکمل جاری)

9.1 Usage (استعمال)

Emphasizes the **duration** of an action that was in progress up to another point in the past.

ماضی کے کسی دوسرے وقت تک جاری رہنے والے عمل کے دورانیے پر زور دیتا ہے۔

- I **had been waiting** for two hours when he arrived.

9.2 Active Voice (فعال آواز)

- **Formula: S + had + been + V1+ing + O + (since/for + time)**
- **Examples:**
  - I **had been waiting** for two hours when he arrived.
  - She **had been working** there since 2005.

9.3 Note on Passive Voice (نوٹ)

Passive voice is NOT used for this tense.

زمانہ ماضی مکمل جاری کی مجہول حالت نہیں ہوتی۔

PART IV: THE FUTURE TENSE (زمانہ مستقبل)

CHAPTER 10: FUTURE INDEFINITE (SIMPLE FUTURE) (فعل مستقبل مطلق)

10.1 Usage (استعمال) – will/shall

- **Predictions (پیش گوئیاں):** It **will rain** tomorrow.
- **Promises (وعدے):** I **will help** you.
- **Spontaneous Decisions (اچانک فیصلے):** I'll have the chicken.
- **'Shall'** is used with **I** and **We** for offers and suggestions (e.g., Shall I open the window?).

10.2 Active Voice (فعال آواز)

- **Formula: S + will/shall + V1 + O**
- **Examples:**
  - I **will help** you tomorrow. (میں کل آپ کی مدد کروں گا۔)
  - She **will come** next week.
- **Negative:** S + will/shall + **not** + V1
  - He **will not (won't) go** there.
- **Interrogative: Will/Shall** + S + V1 + ?
  - **Will** you **marry** me?

10.3 Passive Voice (غیر فعال آواز)

- **Formula: S + will/shall + be + V3 + (by + agent)**
- **Examples:**
  - The letter **will be written** tomorrow.
  - A new house **will be built** next year.

CHAPTER 11: FUTURE CONTINUOUS (فعل مستقبل جاری)

11.1 Usage (استعمال)

An action that will be in progress at a specific time in the future.
مستقبل کے کسی خاص وقت پر جاری ہونے والا عمل۔

- I **will be waiting** for you at 6 PM.
- They **will be playing** cricket tomorrow evening.

11.2 Active Voice (فعال آواز)

- **Formula: S + will/shall + be + V1+ing + O**
- **Examples:**
  - I **will be waiting** for you at 6 PM.
  - They **will be playing** cricket tomorrow evening.

11.3 Note on Passive Voice (نوٹ)

Passive voice is possible but rarely used (e.g., The house will be being painted). It is best avoided.

اس میں مجہول حالت ممکن ہے مگر بہت کم استعمال ہوتا ہے (مثلاً: گھر کو پینٹ کیا جا رہا ہوگا)۔ اس سے بچنا بہتر ہے۔

CHAPTER 12: FUTURE PERFECT (فعل مستقبل مکمل)

12.1 Usage (استعمال)

An action that will be completed before a specific time in the future.
مستقبل کے کسی خاص وقت سے پہلے مکمل ہونے والا عمل۔

- I **will have finished** work by 5 PM.
- She **will have left** before you arrive.

12.2 Active Voice (فعال آواز)

- **Formula: S + will/shall + have + V3 + O**
- **Examples:**
  - I **will have finished** work by 5 PM.
  - She **will have left** before you arrive.

12.3 Passive Voice (غیر فعال آواز)

- **Formula: S + will/shall + have + been + V3**
- **Examples:**
  - The work **will have been finished** by 5 PM.

CHAPTER 13: FUTURE PERFECT CONTINUOUS (فعل مستقبل مکمل جاری)

13.1 Usage (استعمال)

Emphasizes the duration of an action up to a specific time in the future.

مستقبل کے کسی خاص وقت تک کسی عمل کے دورانیے پر زور دیتا ہے۔

- By next year, I **will have been working** here for 10 years.

13.2 Active Voice (فعال آواز)

- **Formula: S + will/shall + have + been + V1+ing + O**
- **Examples:**
  - By next year, I **will have been working** here for 10 years.

13.3 Note on Passive Voice (نوٹ)

Passive voice is NOT used for this tense.

اس زمانے میں مجہول استعمال نہیں ہوتا

PART V: ACTIVE AND PASSIVE VOICE (فعال اور غیر فعال آواز)

CHAPTER 14: UNDERSTANDING VOICE (باب پنجم: فعال اور غیر فعال آواز کا تعارف)

14.1 What is Voice? (آواز کیا ہے؟)

Voice tells us whether the subject performs or receives the action.

ہمیں یہ بتاتا ہے کہ فاعل عمل کو انجام دیتا ہے یا اس کا اثر قبول کرتا ہے۔

	Active Voice (فعال آواز)	Passive Voice (غیر فعال آواز)
Focus	On the **doer** of the action.	On the **action** or the **receiver**.
Subject	Subject **performs** the action.	Subject **receives** the action.
Formula	**Subject + Verb + Object**	**Object + be + V3 + (by + subject)**
Example	The cat (S) chased (V) the mouse (O).	The mouse (**new S**) was chased (**be+V3**) by the cat.

14.2 The Golden Rules for Forming the Passive Voice

1. **Object becomes Subject:** The object of the active sentence becomes the subject of the passive sentence.
2. **Verb becomes 'be' + V3:** Use a form of the helping verb "be" followed by the **Past Participle (V3)**. The tense of "be" must match the tense of the active sentence.
3. **Original Subject becomes Agent:** The active subject is placed after **"by"**. This is often omitted if it's unknown, obvious, or unimportant.

14.3 When to Use Passive Voice (and When to Avoid It)

USE Passive When:

- The doer is unknown: My bike **was stolen**.
- The doer is obvious/unimportant: The criminals **were arrested**.
- You want to emphasize the action/receiver: A new hospital **is being built**.

AVOID Passive When:

- It makes the sentence wordy. Prefer active voice for clear, direct writing.

14.4 Passive Voice of All Tenses (Summary Table)

Tense	Active Voice Formula	Passive Voice Formula
Present Simple	S + V1(s/es) + O	S + am/is/are + V3
Present Continuous	S + am/is/are + V1+ing + O	S + am/is/are + being + V3
Present Perfect	S + have/has + V3 + O	S + have/has + been + V3
Past Simple	S + V2 + O	S + was/were + V3
Past Continuous	S + was/were + V1+ing + O	S + was/were + being + V3
Past Perfect	S + had + V3 + O	S + had + been + V3
Future Simple	S + will + V1 + O	S + will + be + V3
Future Perfect	S + will + have + V3 + O	S + will + have + been + V3
Modal Verbs	S + modal + V1 + O	S + modal + be + V3

14.5 Passive Voice of Imperative Sentences (حکمیہ جملے)

Commands, requests, or advice.

- **Rule:** Use **"Let" + object + "be" + V3**. For requests, also use "You are requested to...".
- **Examples:**
  - **Active:** Open the door. → **Passive:** Let the door be opened.
  - **Active:** Please help me. → **Passive:** You are requested to help me.
  - **Active:** Do not beat him. → **Passive:** Let him not be beaten.

14.6 Passive Voice with Modal Auxiliaries

- **Formula: S + modal (can, should, must, etc.) + be + V3**
- **Examples:**
  - **Active:** You must finish this work. → **Passive:** This work must be finished.
  - **Active:** We can solve this problem. → **Passive:** This problem can be solved.

PART VI: DIRECT AND INDIRECT SPEECH / NARRATION (براہ راست اور بالواسطہ بیان)

CHAPTER 15: INTRODUCTION TO NARRATION (باب ششم: براہ راست اور بالواسطہ بیان کا تعارف)

15.1 Key Terms

- **Reporting Verb:** The verb outside the inverted commas (e.g., He **said**, She **asked**).
- **Reported Speech:** The actual words spoken inside the inverted commas (e.g., "I am busy.").

15.2 The Basic Rules of Change

When changing Direct Speech to Indirect Speech, four main changes occur:

1. Change the **Reporting Verb**.
2. Change the **Tense** (usually one step back).
3. Change the **Pronouns**.
4. Change words of **Time and Place** (near words to far words).

CHAPTER 16: CHANGES IN INDIRECT SPEECH

16.1 Changing the Reporting Verb

Direct Speech Verb	Indirect Speech Verb
Say / Says	Said (or says if still true)
Say to me / Says to him	Told me / Tells him
Ask / Said to (for questions)	Asked / Inquired

16.2 Changing the Tense (The "One Step Back" / Backshifting Rule)

If the reporting verb is in the **past tense** (e.g., said, told, asked), the tense of the reported speech usually moves one step back into the past.

Direct Speech Tense	Indirect Speech Tense	Urdu Hint
Present Indefinite	Past Indefinite	حال → ماضی
Present Continuous	Past Continuous	حال جاری → ماضی جاری
Present Perfect	Past Perfect	حال مکمل → ماضی مکمل
Past Indefinite	Past Perfect	ماضی → ماضی مکمل
Past Continuous	Past Perfect Continuous	ماضی جاری → ماضی مسلسل جاری
Past Perfect	Past Perfect (No Change)	کوئی تبدیلی نہیں
Future (will)	would	will → would

16.3 Changing Pronouns (The 'SON' Rule)

Pronouns change according to the subject (S), object (O), or the noun (N) they refer to.

- **First Person (I, we, my, our):** Change according to the **subject** of the reporting verb.
  - He said, "I am tired." → He said that **he** was tired.
- **Second Person (you, your):** Change according to the **object** of the reporting verb.
  - He said to **me**, "**You** are late." → He told **me** that I was late.
- **Third Person (he, she, it, they): No change**.
  - She said, "**He** is sick." → She said that **he** was sick.

16.4 Changing Words of Time and Place (Near → Far Concept)

Direct Speech	Indirect Speech
now (اب)	then (اس وقت)
today (آج)	that day (اس دن)
tomorrow (کل)	the next day / the following day (اگلے دن)
yesterday (کل)	the previous day / the day before (گزشتہ دن)
here (یہاں)	there (وہاں)
this (یہ)	that (وہ)
these (یہ)	those (وہ)
ago (پہلے)	before (اس سے پہلے)
come (آنا)	go (جانا)

CHAPTER 17: TYPES OF SENTENCES IN INDIRECT SPEECH

17.1 Assertive / Statements (بیانیہ جملے)

- **Rule:** Use the conjunction **'that'**. Change the tense, pronouns, and time words as per rules.
- **Examples:**
  - **Direct:** He said, "I am busy."
  - **Indirect:** He said that **he was busy**.
  - **Direct:** She said, "I have finished work."
  - **Indirect:** She said that **she had finished work**.

17.2 Interrogative / Questions (سوالیہ جملے)

- **Rule:** Change the reporting verb to **asked/inquired**. Remove the question mark and use statement word order (subject before verb).
  - For **Yes/No questions**, use **'if'** or **'whether'**.
  - For **WH-questions**, repeat the question word (what, where, why, etc.).
- **Examples:**
  - **Direct:** He asked, "Are you coming?"
  - **Indirect:** He asked **if I was coming**.
  - **Direct:** She said, "What are you doing?"
  - **Indirect:** She asked **what I was doing**.

17.3 Imperative / Commands & Requests (حکمیہ/التزامی جملے)

- **Rule:** Change the reporting verb to **ordered, requested, advised, forbade**, etc. Use the **'to infinitive'** (to + V1) for positive commands and **'not to'** for negative commands.
- **Examples:**
  - **Direct:** He said, "Open the door."
  - **Indirect:** He **ordered me to open** the door.
  - **Direct:** She said, "Please help me."
  - **Indirect:** She **requested me to help** her.
  - **Direct:** Teacher said, "Don't be late."
  - **Indirect:** Teacher **forbade us to be** late. / Teacher advised us **not to be** late.

17.4 Exclamatory (جذباتی جملے)

- **Rule:** Change the reporting verb to **exclaimed with joy/sorrow/surprise**. Use **'that'** and change the exclamatory words (What/How) to **'very'** or **'great'**.
- **Examples:**
  - **Direct:** He said, "What a beautiful flower!"
  - **Indirect:** He **exclaimed that it was a very beautiful flower**.
  - **Direct:** She said, "Alas! I am ruined."
  - **Indirect:** She **exclaimed with sorrow that she was ruined**.

17.5 Optative (Wishes & Prayers) (دعائیہ / آرزوئیہ جملے)

- **Rule:** Change the reporting verb to **wished/prayed**. Change **'may'** to **'might'**.
- **Examples:**
  - **Direct:** He said, "May you live long!"
  - **Indirect:** He **prayed that I might live long**.
  - **Direct:** She said, "May God bless you!"
  - **Indirect:** She **prayed that God might bless me**.

CHAPTER 18: SPECIAL CASES & EXCEPTIONS

18.1 Universal Truths, Habits, and Historical Facts

No tense change (backshifting) occurs, even if the reporting verb is in the past.

- **Direct:** He said, "The sun **rises** in the east."
- **Indirect:** He said that the sun **rises** in the east. (No change)
- **Direct:** She said, "I **wake up** at 6 am."
- **Indirect:** She said that she **wakes up** at 6 am. (If it's still her habit)

18.2 Reporting Verb in Present or Future Tense

If the reporting verb is in the **present** or **future tense** (e.g., says, will say), **no tense change** occurs in the reported speech.

- **Direct:** He **says**, "I am tired."
- **Indirect:** He **says that he is tired**.

CHAPTER 19: COMPREHENSIVE VERB FORMS TABLE (V1, V2, V3) (باب ہشتم: فعل کی تینوں اقسام)

Base (V1)	Past (V2)	Past Participle (V3)	Urdu Meaning
Go	Went	Gone	جانا
Eat	Ate	Eaten	کھانا
Write	Wrote	Written	لکھنا
Speak	Spoke	Spoken	بولنا
Take	Took	Taken	لینا
Give	Gave	Given	دینا
Break	Broke	Broken	توڑنا
Drive	Drove	Driven	چلانا(گاڑی)
Fly	Flew	Flown	اڑنا
Forget	Forgot	Forgotten	بھولنا
Know	Knew	Known	جاننا
Sing	Sang	Sung	گانا
Swim	Swam	Swum	تیرنا
Throw	Threw	Thrown	پھینکنا
Wake	Woke	Woken	جاگنا
Wear	Wore	Worn	پہننا(کپڑے)
Catch	Caught	Caught	پکڑنا
Teach	Taught	Taught	پڑھانا
Buy	Bought	Bought	خریدنا
Bring	Brought	Brought	لانا
Fight	Fought	Fought	لڑنا
Find	Found	Found	پانا
Sell	Sold	Sold	بیچنا
Tell	Told	Told	بتانا
Say	Said	Said	کہنا
Pay	Paid	Paid	ادا کرنا
Lay	Laid	Laid	رکھنا/انڈے دینا
Lie (untruth)	Lied	Lied	جھوٹ بولنا

CHAPTER 20: PRACTICE EXERCISES WITH ANSWERS (باب ہفتم: مشق اور جوابات)

Exercise 1: Identify the Tense (اعراب کی پہچان)

1. She is writing a letter. __________
2. They have finished their work. __________
3. I will meet you tomorrow. __________
4. He had left before I came. __________
5. We were playing cricket. __________

Exercise 2: Active to Passive (فعال سے غیر فعال)

1. She writes a poem.
2. They are building a house.
3. He has stolen my book.
4. I will finish the work.
5. Open the door.

Exercise 3: Direct to Indirect (براہ راست سے بالواسطہ)

1. He said, "I am busy."
2. She asked, "Are you coming?"
3. The teacher said, "Open your books."
4. They said, "We have won the match."
5. She said, "What a beautiful dress!"
6. He said, "May God bless you!"

Exercise 4: Error Correction (غلطیوں کی درستی)

1. He **is going** to school **everyday**.
2. She **has wrote** the letter.
3. They **were playing** cricket **tomorrow**.
4. He **said** that he **is tired** yesterday.

Exercise 5: Mixed Practice (مخلوط مشق)

1. **Convert to passive, then to indirect:** The teacher said, "The students are writing a test."
2. **Convert to indirect:** He said to me, "What are you doing?"
3. **Convert to passive:** She will buy a new car.

CHAPTER 21: ANSWER KEY (WITH EXPLANATIONS)

Exercise 1: Identify the Tense

1. Present Continuous
2. Present Perfect
3. Future Indefinite
4. Past Perfect
5. Past Continuous

Exercise 2: Active to Passive

1. A poem is written by her. (نظم اس کے ذریعے لکھی جاتی ہے۔)
2. A house is being built by them. (گھر ان کے ذریعے بنایا جا رہا ہے۔)
3. My book has been stolen by him. (میری کتاب اس کے ذریعے چوری کر لی گئی ہے۔)
4. The work will be finished by me. (کام میرے ذریعے ختم کیا جائے گا۔)
5. Let the door be opened. (دروازہ کھولا جائے۔)

Exercise 3: Direct to Indirect

1. He said that he was busy. (اس نے کہا کہ وہ مصروف تھا۔)
2. She asked if I was coming. (اس نے پوچھا کہ کیا میں آ رہا تھا۔)
3. The teacher ordered us to open our books. (استاد نے ہمیں حکم دیا کہ اپنی کتابیں کھولیں۔)
4. They said that they had won the match. (انہوں نے کہا کہ وہ میچ جیت چکے تھے۔)
5. She exclaimed that it was a very beautiful dress. (اس نے خوشی سے کہا کہ یہ بہت خوبصورت لباس تھا۔)
6. He prayed that God might bless me. (اس نے دعا کی کہ خدا مجھے برکت دے۔)

Exercise 4: Error Correction

1. He **goes** to school everyday. (Simple Present for habit)
2. She **has written** the letter. (V3 after 'has')
3. They **will be playing** cricket tomorrow. (Future time needs future tense)
4. He said that he **was tired** the previous day. (Tense backshift; yesterday → previous day)

Exercise 5: Mixed Practice

1. **Step 1 – Passive:** The teacher said, "A test is being written by the students."
2. **Step 2 – Indirect:** The teacher said that a test was being written by the students.
3. He asked me what I was doing.
4. A new car will be bought by her.

CHAPTER 22: QUICK REFERENCE CHARTS (باب نہم: فوری حوالہ جات)

Chart 1: The 12 Tenses at a Glance

Tense	Active Formula	Passive Formula
Present Simple	S + V1(s/es)	S + am/is/are + V3
Present Continuous	S + am/is/are + V1+ing	S + am/is/are + being + V3
Present Perfect	S + have/has + V3	S + have/has + been + V3
Past Simple	S + V2	S + was/were + V3
Past Continuous	S + was/were + V1+ing	S + was/were + being + V3
Past Perfect	S + had + V3	S + had + been + V3
Future Simple	S + will + V1	S + will + be + V3
Future Perfect	S + will + have + V3	S + will + have + been + V3

Chart 2: Common Time Markers for Tenses

Tense	Common Time Markers
Present Simple	always, usually, often, sometimes, never, every day
Present Continuous	now, right now, at the moment, Look!, Listen!
Present Perfect	just, already, yet, ever, never, since, for, recently
Past Simple	yesterday, last (week), ...ago, in (2010)
Past Continuous	at 5 pm yesterday, when (something happened), while
Past Perfect	before, after, already, by the time, until
Future Simple	tomorrow, next (week), soon, in (2025)
Future Perfect	by (tomorrow), by the time, before (you arrive)

Chart 3: Avoiding Common Errors

Incorrect	Correct	Rule
He **is go** to school.	He **goes** to school.	Use V1(s/es) for Present Simple.
She **has went**.	She **has gone**.	Use V3 after has/have/had.
They **are play** cricket.	They **are playing** cricket.	Use V1+ing after be (am/is/are/were).
I **will meeting** you.	I **will meet** you.	Use V1 after will.
He **did not went**.	He **did not go**.	Use V1 after did.

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